



*Where Quality Is A Lifestyle*

April 27, 2012

**PROPOSAL #P834**

Gentlemen:

Fayette County, Georgia is seeking proposals from qualified consultants with expertise in managing and inspecting bridge and roadway construction projects. You are invited to submit a proposal in accordance with the specifications and information contained herein. All required information shall be included with your proposal. Any exceptions to the specifications shall be listed in the space provided. A clearly marked original and three (3) copies of your proposal should be submitted.

All questions and inquiries concerning this request for proposals or the specifications shall be addressed in writing to Trina Barwicks, Contract Administrator of Purchasing, by email at: [tbarwicks@fayettecountyga.gov](mailto:tbarwicks@fayettecountyga.gov), fax: (770) 719-5515 or mail to 140 Stonewall Avenue West, Suite 101 in Fayetteville, Georgia 30214, no later than 10:00am, Thursday, May 10, 2012. The telephone number is (770) 305-5420. Any deviations from this procedure may result in your proposal being rejected.

Your proposal should be on the attached pricing sheet. All prices shall be F.O.B. Destination, Fayette County. Be sure to include the **proposal number** and **reference** along with your company's name and address on the **sealed** envelope in which the proposal is returned.

**PROPOSAL MUST BE SUBMITTED TO:**  
**FAYETTE COUNTY PURCHASING DEPARTMENT**  
**140 STONEWALL AVENUE WEST, SUITE 101**  
**FAYETTEVILLE, GEORGIA 30214**  
**PROPOSAL #P834**  
**REFERENCE: CONSTRUCTION & INSPECTIONS SERVICES**

April 27, 2012

Proposals will be received at the above address until 3:00 p.m. Thursday, May 17, 2012 in the **Purchasing Department, Suite 101**. Proposals will be opened at approximately 3:00 p.m., May 17, 2012 and the names of the companies that responded will be read. Proposals must be signed to be considered. Late proposals will not be considered. Faxed/Emailed proposals will not be considered.

If this request for proposal is downloaded from our web site, it is the responsibility of the individual or company that downloads this request for proposal to continue to check the Fayette County web site for any addenda that might come out for this request for proposal and are posted on the Fayette County web site. Fayette County shall not be responsible for any information that any individual or company fails to get in an addendum that is posted on the Fayette County web site but is not downloaded. However, if the Fayette County Purchasing Department mails the request for proposal to a company or individual, we will keep a record of who we mailed that request for proposal to and all addenda for that request for proposal will also be mailed to those companies or individuals.

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**Note: The name of the companies that respond to this request for proposals will be posted on the Fayette County website within 3 business days after the proposal opening.**

There is no set time for an award to be made, as the proposals have to be evaluated, some presentations may be required, and a recommendation has to be prepared and then scheduled to go before the Board of Commissioners for consideration by the Board. If an award is not made within 60 days of the proposal opening, an update will be posted on the Fayette County website.

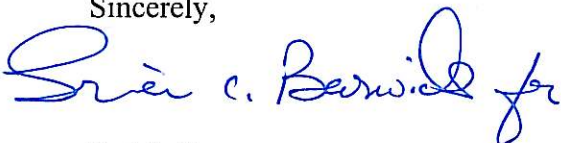
If the Board awards this proposal, once everything has been received by that company and the award has been completed, that information will also be posted on the Fayette County website. Please keep this procedure in mind.

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**If you do not submit a proposal, please indicate in writing your reason(s) why and return that information to the Purchasing Department. Failure to do so may cause your company's name to be removed from the bidders list, as the information is needed for our files.**

The County reserves the right to reject or accept any or all proposals and to waive technicalities, Informalities and minor irregularities in proposals received.

Sincerely,

A handwritten signature in blue ink, appearing to read "Ted L. Burgess for".

Ted L. Burgess  
Director of Purchasing

TLB/tcb

## GENERAL TERMS AND CONDITIONS

### 1. Preparation of Offers

- 1A. Offeror shall examine the specifications, schedule and all instructions. Failure to do so will be at the offeror's risk.
- 1B. Each offeror shall furnish all information required. Erasures or other changes must be initialed by the person signing the offer. Offers must be signed by an authorized agent of the company.
2. The term "contractor" as used herein and elsewhere in these specifications shall be used synonymously with the term "successful offeror." The term "County" shall mean Fayette County.

### 3. Submission of Offers

- 3A. Offers and amendments shall be enclosed in sealed envelopes, addressed to the office specified in the request for proposal with the name and address of the offeror, the reference and proposal number on the face of the envelope.
- 3B. The offer, once submitted and opened, shall remain open for acceptance for a period of at least ninety days from the date of the opening of the proposals as set out in the request for proposal unless specifically excepted to in your offer.
- 3C. Samples of items, when required, must be submitted within the time specified and, unless otherwise specified, at no expense to the County. Unless otherwise specified, samples will be returned at the offeror's request and expense if items are not destroyed by testing.
- 3D. Fayette County shall not be responsible for the premature opening of a proposal not properly addressed and identified by proposal number and reference and/or delivered to an improper destination.
- 3E. In case of discrepancy between the unit price and the extended or total price, the unit price shall prevail.

### 4. Evaluation of Offers

The evaluation of offers and the determination as to acceptability of products or services offered shall be the responsibility of the County. Accordingly, to insure that sufficient information is available, the offeror may be required to submit literature, samples, references or other information prior to award.

### 5. Non-Collusion

Offeror declares that the offer is not made in connection with any other offeror submitting an offer for the same services, and that the offer is bona fide and is in all respects fair and without collusion or fraud.

### 6. Default

The contract may be cancelled or annulled by the Purchasing Director in whole or in part by written notice of default to the contractor upon non-performance or violation of contract terms. An award may be made to the next lowest satisfactory offeror, or articles specified may be purchased on the open market similar to those so terminated. In either event, the defaulting Contractor (or his surety) shall be liable to the County for cost to the County in excess of the defaulted contract prices provided, however, that the Contractor shall continue the performance of this contract to the extent not terminated under the provisions of this clause. Failure of the Contractor to deliver materials or services within the time stipulated on his offer, unless extended in writing by the Purchasing Director, shall constitute contract default.

### 7. Patent Indemnity

The Contractor guarantees to save the County, its agents, officers, or employees harmless from liability of any nature or kind for use of any copyrighted or uncopyrighted composition, secret process, patented or unpatented invention, articles or appliances furnished or used in the performance of the contract, for which the Contractor is not the patentee, assignee or licensee.

8. None of the various county agencies, either individually or collectively, will be required to purchase any minimum amount during the term of this contract, nor will they be limited, either individually or collectively, to any maximum amount during the term of this contract.
9. The County reserves the right to increase or decrease quantities shown without penalty.

#### 10. Ability To Perform

The offeror may be required, upon request, to provide to the satisfaction of the County that he/she has the skill, experience and the necessary facilities as well as sufficient financial and human resources to perform the contract in a satisfactory manner and within the required time. If the available evidence is not satisfactory to the County, then the offer of such offeror may be rejected.

#### 11. Rejection of Offers

Failure to observe any of the instructions or conditions in this request for proposal shall constitute grounds for rejection of the offer.

12. All of the specifications and information contained in this request for proposal, unless specifically accepted to in writing and included with the offer, will form the basis of the contract between the successful offeror (the Contractor) and the purchaser. Caution should be taken by the offeror that all questions are answered in the spaces provided and all requested information is submitted.
13. The county reserves the right to waive immaterial defects in a bid or proposal, in the interest of avoiding denial of bona fide competition for reasons that are inconsequential.
14. Assignment of any contract resulting from this request for proposal will not be authorized.
15. This contract may be cancelled by either party upon submitting thirty (30) days written notice of intent to cancel to the other party.
16. The proposal opening is open to the public. After the process is completed and an award has been made, information may be obtained on the Fayette County website ([http://www.fayettecountyga.gov/purchasing/awards\\_of\\_bids\\_and\\_proposals.htm](http://www.fayettecountyga.gov/purchasing/awards_of_bids_and_proposals.htm)) or in the Purchasing Department at .25 per page. Prices and other information will not be given out over the telephone.
17. **If your company has not previously applied to get on the Fayette County Bidders List, to insure your company is not omitted from participation in future bidding, please feel free to go to the Fayette County Board of Commissioners website to enter your application. The complete web address is: <http://fayette.munisselfservice.com/Vendors/default.aspx>. Be certain to follow the instructions on the welcoming page. Participation in this request for proposal does not automatically place a company on the bidders list.**

## **ADDITIONAL INFORMATION AND INSTRUCTIONS**

1. Respondents are urged to visit the site to familiarize themselves with site conditions. If a proposal is submitted it is understood that the respondent is acknowledging his acceptance of all site conditions.
2. Proposals will not be accepted from any person, firm, or corporation who is in arrears in any debt or obligation to Fayette County.
3. The proposal made by any company or firm must be signed in a legal manner in the name of such company or firm by a duly authorized officer, member or representative, whose name and representative capacity shall be stated, and the address of the principal place of business must be shown.
4. Include with your proposal a list of three (3) jobs that your company has done that is of the same or similar nature to the work described herein. For each job listed include a brief description of the work, a contact person, mailing address, valid telephone number and the date job was completed.
5. Successful company/contractor shall be insured.

**PLEASE FILL OUT AND RETURN WITH YOUR PROPOSAL THE BIDDER'S AFFIDAVIT OF COMPLIANCE AND THE INFORMATION PAGE .**



**Bidder's Affidavit**  
**Of Compliance with the Georgia Security and Immigration Compliance Act**

By executing this affidavit, the undersigned bidder verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm or corporation which is bidding to contract with Fayette County has registered with, and is authorized to use, the federal work authorization verification program [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99603].

The undersigned bidder agrees that it is using, and will continue to use, the federal work authorization program throughout the contract period.

The undersigned bidder further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this proposed contract with Fayette County, bidder will secure from such contractor(s) similar verification of compliance with O.C.G.A. 13-10-91. Bidder further agrees to maintain records of such compliance and provide a copy of each such verification to Fayette County at the time the subcontractor(s) is retained to perform such service.

\_\_\_\_\_  
E-Verify or other User Identification Number

\_\_\_\_\_  
BY: Authorized Officer or Agent  
(Bidder's Name)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title of Authorized Officer or Agent of Bidder

\_\_\_\_\_  
Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN  
BEFORE ME ON THIS THE

\_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_

Notary Public  
My Commission Expires:

\_\_\_\_\_

## **INSURANCE REQUIREMENTS**

The successful offeror shall, without expense to the County, carry the following to be in effect throughout the term of the contract:

1. **Companies under this contract shall be required to provide and carry "Professional Error & Omissions" insurance at both an aggregate and per claim amount of \$1,000,000.**
2. Third party property damage insurance in such amounts as are deemed adequate by the County and Board of Commissioners against all losses, cost, damages, claims, expenses, or liability whatsoever because of accidental injury or damage to person or property occurring in the course of or as a result of the construction of said facility, and any and all matters incidental thereto. A minimum amount of coverage in the amount of \$500,000.00 is required; although, additional coverage may be required depending on the nature of the work to be performed. The successful offeror shall also carry adequate Workman's Compensation Insurance covering all employees engaged in cleaning of said facility.
3. Public Liability and Property damage insurance coverage including, but not limited to, the liability assumed in the indemnification provisions as specified in this RFP fully insuring the successful offeror for liability for injury to or death of county employees and third parties, extended to include personal injury liability coverage, and for damage to property of third parties, with a minimum combined coverage for each occurrence of \$500,000.00 with an umbrella policy in the amount of one million dollars, \$1,000,000.00.
4. A copy of the certificate of insurance for the afore mentioned shall be submitted with your offer. A request will be sent to the agent or the insurance company of the successful offeror to notify Fayette County 30 days prior to cancellation of or upon any material change in coverage of the afore mentioned insurance coverage prior to the work being completed. No award will be made until proof of the insurance coverage is submitted.
5. The successful offeror shall defend, indemnify and save harmless Fayette County and all its officers, agents and employees from all suits, actions, or other claims of any character, name and description brought for or on account of any injuries or damages received or sustained by any person, persons, or property on account of any negligent act or fault of the successful offeror, or of any agent, employee, subcontractor or supplier in the execution of, or performance under, any contract which may result from proposal award. Successful offeror shall pay any judgment with cost which may be obtained against Fayette County growing out of such injury or damages.

**The certificate holder should be: Fayette County Board of Commissioners  
140 Stonewall Avenue West  
Fayetteville, GA 30214**

## **FAILURE TO PERFORM**

It is important to note that if a company is awarded all or part of this request for proposal, Fayette County expects the successful company to totally fulfill the contract and perform all duties hereunder satisfactorily, for the duration of the contract. Failure to so perform will result in said company being removed from the Fayette County Bidders list for that commodity.

## **CONSTRUCTION MANAGEMENT & INSPECTION SERVICES FOR WESTBRIDGE ROAD AT MORNING CREEK**

Bridge Replacement & Roadway Realignment  
(County SPLOST No. B-2)

And

Veterans Parkway Bridge at Whitewater Creek  
(County SPLOST No. R-5E)

### **I. PURPOSE**

Fayette County is seeking proposals from qualified consultants with expertise in managing and inspecting bridge and roadway construction projects per Georgia Department of Transportation (GDOT) standards and requirements.

The Westbridge Road at Morning Creek project consists of correcting a sharp horizontal curve on Westbridge Road and replacing the existing bridge over Morning Creek. The project is 1,770 feet long, including the 180-ft bridge and designed such that the new bridge can be built adjacent to the existing, thereby maintaining thru traffic on Westbridge Road. The project is fully funded with local transportation SPLOST funds. Right-of-way acquisition is underway and expected to be complete in June 2012.

The Veterans Parkway Bridge at Whitewater Creek involves installing a new 660-ft long bridge along proposed new road alignment currently under construction by ER Snell. Installation of this bridge will require some work activity coordination with ER Snell to assure neither contractor impedes the others progress. Right-of-way acquisition is complete within the project limits for this work. This project is also fully funded with local transportation SPLOST funds.

The successful consultant(s) selected for each project shall provide all the necessary tools, equipment, labor and warranties required to complete construction management and inspection responsibilities associated with the project, including a Project Manager and a Construction Engineer/Inspector. These individuals, plus others as identified in the proposal, shall coordinate with county staff, monitor project construction, and perform and/or oversee inspections in accordance with GDOT and Fayette County specifications.

The successful respondent(s) shall maintain appropriate records of inspections, materials testing, meetings, construction activities, requests for payment applications, etc.

### **II. PROPOSAL SUBMITTAL INSTRUCTIONS**

A clearly marked original and three (3) copies of each proposal for both projects shall be submitted no later than 3:00 p.m. Thursday, May 17, 2012 to the Purchasing Department, attention Ms. Trina Barwicks, Contract Administrator of Purchasing, located at 140 Stonewall Avenue West, Suite 101 in Fayetteville, Georgia 30214. The proposals will be opened publicly at approximately 3:00 pm on Thursday, May 17, 2012 at the same location.

Proposals must be signed to be considered. Late proposals will not be considered. Faxed proposals will not be considered.



There is no page limit for the proposals, however superfluity is discouraged.

Questions regarding this RFP should be submitted in writing, to Trina Barwicks, Contract Administrator by email at: [tbarwicks@fayettecountyga.gov](mailto:tbarwicks@fayettecountyga.gov) or fax to: (770) 719-5515 by 10:00am, Thursday, May 10, 2012.

A pre-proposal conference is not planned. Respondents are urged to visit the site to familiarize themselves with site conditions.

## **PROPOSAL FORMAT**

Proposals should include, at a minimum, the following information:

- A. *Letter of Transmittal* – A Letter of Transmittal signed by an owner, officer, or other authorized agent of the firm.
- B. *Organizational Chart* – Proposals shall include an organization chart that shows the working relationship between the County, Contractor and all members of the project team for Construction Management and Inspection Services.
- C. *Defined Scope of Work* – Proposals shall describe the approach for meeting the minimal work requirements described herein, plus any other services that may be offered by the project team to help meet the County's ultimate goal of delivering the Project on schedule, within budget and per the plans and specifications. The Scope of Work shall include a detailed list of the specific tests, inspections and other measures recommended for the project. This section should identify specific responsibilities of each project team member (e.g., subcontractors/consultants), as applicable.
- D. *Fee Schedule* – Proposals shall include a list of hourly rates for all proposed staff along with an approximation of hours for each person. Proposals shall also include a list of all expenses anticipated for the project, such as mileage, laboratory testing fees, etc. Mark-ups on expenses, if proposed, should be clearly indicated. Adjustments to the fee schedule for clarification and/or negotiated rates may be requested prior to award of contract. The format for the Fee Schedule is intentionally vague so that the responders can tailor it to match their proposal.
- E. *Company Information* – Proposals shall include general company information, such as size, years in operations, office locations, (indicate primary office for this project), organizational structure, etc. for all key members of the project team.
- F. *Relevant Experience* – Proposals shall describe the project team's experience relative to both bridge and roadway construction management and inspection practices. Preference will be given to relevant experience on jobs with GDOT Specifications and those within the past six years. Referenced projects should include clear descriptions of the team's level of project involvement. Describe the testing and inspection services performed; including overseeing Contractor traffic control/management.
- G. *Staff Qualifications* – Proposals shall identify by name and title the key personnel to be assigned to each project. Include multiple names if the specific individual cannot be determined at this time. Provide resumes for all key personnel. Resumes should show qualifications, experience, education, and certification(s) they have pertinent to the services needed for this project.
- H. *Client References* – Proposals shall include three (3) references for work on similar projects, including descriptions of the referenced project, the scope of services provided, and information on whether the project maintained budget and schedule. Include contact information for each reference (contact person, complete mailing address, valid telephone number and email address).

- I. *Supplemental Information* – Additional information as required by the Fayette County Purchasing Department (e.g., Certificates of Insurance) and any other information deemed appropriate by the respondent.

### **III. EVALUATION AND SELECTION**

All proposals will be reviewed by a Technical Review Committee consisting, at a minimum, of representatives of the County's Engineering, Public Works and Purchasing Departments. The Committee will identify a short-list of proposals that best meet the criteria expressed in this RFP. Additional information may be requested, via email, telephone call, letter or meeting, from these "short-listed" proposals and this information may be used for recommending final award(s).

It is staff's intent to select and award each project as a separate contract. Staff's recommendation for final award(s) will be presented to the Board of Commissioners at a Public Meeting for consideration.

#### **SELECTION CRITERIA**

Proposals will be scored according to the following criteria, listed in general order of importance.

- A. *Scope of Work* – Proposals that define a clear and logical scope of work and demonstrate a thorough working knowledge of GDOT inspections, testing procedures and other quality control/quality assurance applicable to road and bridge construction, along with a plan for implementing such procedures on this project will be scored more favorably in this category than those proposals that do not.
- B. *Staff Qualifications* – This scoring category is used to rank the apparent skills and experience of the specific individuals proposed for the project team. Those that mostly closely match the needs expressed in this RFP will be scored the highest. Of particular importance are the Project Manager and Construction Engineer/Inspector.
- C. *Project Understanding* – The purpose of this scoring category is to reward proposals that demonstrate a thorough understanding of the project's plans and specifications and/or proposals that identify innovative or cost-saving ideas to aid project implementation.
- D. *Project Team Experience and Knowledge* – Proposals which demonstrate relevant construction management and field engineering/inspection services will be scored most favorably for this category. Included in the scoring will be consideration of past projects that demonstrates the team's ability to maintain budget, quality of work and schedule.
- E. *Cost* – The Fee Schedule maybe subject to negotiation as initiated by Fayette County prior to award of the contract. Proposals with vague or incomplete fee schedules will be scored lower than those with clear, complete and concise price structures.
- F. *Reference Input* – References will be checked for all short-listed proposals and scoring will be related to comments received.

Fayette County may, at its sole option, elect to require interviews and presentation(s) by respondents clearly in consideration for award. Other submissions, certifications, or affiliations may be required, as appropriate.

### **V. SCOPE OF WORK**

Proposals should include a description of the work activities recommended by the Construction Management and Inspection Services team (i.e., the Consultant) for the successful construction of this project. Described below are minimum requirements identified by Fayette County; however, additional input from experienced Consultants on the extent and degree of inspection services appropriate for this work is encouraged.

The contract for Construction Management and Inspection services is anticipated to extend from procurement of construction services through project construction, punch listing, and project closeout. With respect to procurement, Fayette County plans to develop the request for proposals package but will request review and input from the successful consultant prior to advertising. Similar to this RFP; the construction request for proposals package will be solicited by the County's Purchasing Department.

1. The successful consultant shall coordinate with the contractor on day-to-day activities and have appropriate personnel available to perform daily inspections and logging of project progress and activities. Appropriate staff shall be available during all hours the contractor is working.
2. "The successful consultant shall act as an agent of Fayette County within the scope of Construction Management and Inspection Services, as contracted.
3. The successful consultant shall work under the direction of the Director of the Public Works Department or his designee.
4. Additional consultant responsibilities include, but are not be limited to, the following:
  - (a) Maintain daily log(s) of quantities, measurements, project meetings; review, prepare and authorize contractor payment requests; and provide documentation of daily activities via progress reports. Reports and other submittals shall conform to GaDOT standards and procedures.
  - (b) The successful firm shall monitor the progress and quality of construction and materials used to ensure that the contractor is in conformance with the construction contract documents and GaDOT's *Specifications for Road and Bridge Construction*, latest edition including all revisions.
  - (c) Report to the assigned Fayette County staff and Contractor any work that is unsatisfactory, faulty, and defective or does not conform to the contract documents. Likewise, report and make recommendations to address work that has been damaged or does not meet the requirements of applicable inspections, tests or approvals. Advise Fayette County when work should be corrected, rejected or uncovered for observations or requires special testing and/or inspection. Fayette County shall direct the contractor to make the appropriate adjustments, corrections, additions, deletions or replacements.
  - (d) Ensure that defective material, shoddy workmanship or other operation not conforming to the contract documents does not commence without prior approval of the Public Works Director or his designee.
  - (e) Meet with officials from Fayette County, State and Federal agencies, as may be required, to answer project relevant questions and issues of concern. Review and provide project file information as needed during meetings.
  - (f) Review contractor Change Order Requests and Value Engineering recommendations and present legitimate requests (with recommendation) to Fayette County for review.
  - (g) Maintain log of credits due to Fayette County resulting from reduction or deletion of work or approved value engineering recommendations.
5. Coordinate and monitor materials testing and laboratory activities, as required, to ensure work and material complies with the Project's specifications and procedures. Testing and laboratory services shall be performed by the Consultant's designated Materials & Testing Laboratory.

A thorough itemization of all testing and laboratory work with associated fees shall be included within the proposal. The proposal shall also include sufficient information on the Materials & Testing Laboratory to demonstrate that they have the appropriate experience, equipment and certifications to perform the necessary work.

6. The Firm shall be expected to furnish their employee(s) at the agreed upon hourly rates with no additional cost to Fayette County for supplies and equipment required for them to perform their job. Unless noted otherwise in the Proposal, this should include, but not be limited to: survey equipment, safety equipment, hand levels, plumb bobs, rain gear, calculators, drafting tools, hard hats, safety vests, tape measures, measuring wheels, computers, laptops, cell phones, vehicles, yellow flashing lights for vehicles, etc.

## VI. PROJECT MANAGER

Described below are the desired "staff qualifications" for Project Managers. Proposals with candidates that most closely match these criteria, or successfully demonstrate equivalent qualifications, education, training, and project responsibilities will be scored among the highest in the *Staff Qualifications* category.

**QUALIFICATIONS** – This individual should possess experience in all relevant areas of transportation engineering and infrastructure design. They should possess experience in project specification preparation and be thoroughly familiar with Georgia Department of Transportation standards and processes pertaining to the creation of design plans, construction management and required materials testing and inspection. The Project Manager should be effective in both verbal and written communication.

**EDUCATION AND TRAINING** – It is desired that the Project Manager have a Bachelor's Degree in Civil Engineering or related field and ten (10) years of progressive experience in the design of municipal infrastructure projects with at least five (5) years of experience managing transportation projects with an emphasis on bridge construction. It is also desired that the Project Manager be a Professional Engineer Licensed in the State of Georgia.

**WORK DESCRIPTION** – The Project Manager is ultimately responsible to ensure the project is completed on-time, within budget and per the project's plans and specifications. This individual shall provide Fayette County routine updates on the project with focus on schedule, budget and compliance with project documents. Additional responsibilities for the Project Manager include but are not limited to the following:

- A. Prepare for and preside over the pre-construction meeting.
- B. Coordinate relocation of utilities.
- C. Prepare for and attend progress meetings to review construction progress, identify potential critical path item delays, and make recommendations of measures that can be implement to keep project on schedule.
- D. Prepare and submit in a format acceptable to Fayette County biweekly construction management progress reports containing a summary of the contractor's progress, general conditions, issues of concern, problems and recommended solutions that were addressed or remain pending.
- E. Maintain a record of all conferences, meetings, discussions and verbal directions (including telephone communications) between the Consultant, Fayette County, the Contractor, utility companies, and the public.
- F. Monitor Contractor's compliance with the Construction Contract Documents and their requirements.
- G. Provide general review of shop drawings and forward to the design Consultant for their review and approval.
- H. Evaluate, discuss, recommend, prepare and process change orders and Contractor's claims of extra work or other claims.
- I. Review and recommend for approval, the Contractor's Application for Payment(s).



- J. Develop the Project's punch-listing upon substantial completion. Coordinate and perform final inspection with Fayette County and the Contractor.

## VII. CONSTRUCTION ENGINEER/INSPECTOR

Described below are the desired *Staff Qualifications* for Construction Engineers/Inspectors. Proposals with candidates that most closely match these criteria, or successfully demonstrate equivalent qualifications, education, training, and project responsibilities will be scored among the highest in this category during Evaluation and Selection.

**QUALIFICATIONS** – It is required that the assigned Construction Engineer/Inspector have experience monitoring day-to-day construction activities, enforcing safety measures (including traffic management), determining compliance with National Pollutant Discharge Elimination System (NPDES) requirements, reading and understanding construction plans and specifications, scheduling and overseeing soils compaction and proof roll tests, and determining acceptance of infrastructure construction and other related tasks common to this type of work. Experience should include roadway and bridge construction projects. It is not required that any one individual possess experience in all areas as long as the Project Manager has available qualified personnel to cover these areas.

**EDUCATION AND TRAINING** – It is highly desirable but not mandatory that the Construction Engineer/Inspector have at least a two-year degree in a field related to construction and/or construction management. Certifications by the Georgia Department of Transportation or similar agencies in the field of construction oversight, materials testing, quality control/quality assurance etc. are equally desirable.

**WORK DESCRIPTION** – The Construction Engineer/Inspector shall serve as the County's representative in the field on a day-to-day basis. He or she shall be responsible for performing daily field inspections, identifying potential issues and bringing them to the attention of the Project Manager and County. The Construction Engineer/Inspector shall also ensure all appropriate and necessary quality control/quality assurance measures are performed and that corrective action is taken, as necessary. Additional responsibilities for the Construction Engineer/Inspector include but are not limited to the following:

- A. Maintain at the job site or a readily available venue orderly files for correspondences; reports of job conferences; Shop drawings and sample submissions with results; reproductions of contract documents including all addenda; change orders, field orders, additional drawings issued subsequent to the execution of the contract; the Engineer's clarifications and interpretations of the contract documents; progress reports and other project-related documents and distribute accordingly.
- B. Keep a diary or log book, recording hours on the job site, weather conditions, time of events, data relative to questions for extras or deductions, daily activities, decisions, and observation in general and specific observations in more detail as in the case of observing materials test procedures.
- C. Record names, addresses and telephone numbers of all contractors, subcontractors and major suppliers of equipment and materials.
- D. Schedule and lead periodic inspections with Fayette County and Contractor.
- E. Record Contractor's compliance with the contract specifications and describe areas in which problems exist or can be anticipated.
- F. Observe and measure the quantity and quality of construction work to determine that the work is proceeding in conformance with the Project's plans and specifications. Check and record compliance to all permits and other associated project agreements.
- G. Visually observe and reject defective materials, equipment and supplies delivered and/or installed at the work site.



- H. Prepare necessary documentation for and maintain a set of marked prints for use in preparing final as-built plans (by others).
- I. Be responsible for checking the necessary control elevations, as required. The Contractor is responsible for all construction layouts.
- J. Attend regular site meetings with the Contractor and his representatives in order to anticipate construction work, potential problems, progress, etc.
- K. Make measurements, check quantities and collect other data as necessary for the Project Manager to review and process pay requests.
- L. Record and report problems if the Contractor fails to comply with the Project's plans and specifications. Issue Stop Work Orders, as appropriate.
- M. Record and forward to the Project Manager any claims, change orders, extra work or conditions that may lead to special requests by the Contractor.
- N. Identify and take steps to immediately correct any safety violations. Report to Contractor and Fayette County any such observations. The Construction Engineer/Inspector shall have a strong working knowledge of applicable traffic and construction zone safety practices.
- O. Investigate or analyze monetary or other claims brought against Fayette County by the Contractor or others.

#### **VIII. TERMS OF PAYMENT**

Fayette County agrees to pay to the Consultant within 30-days of an approved invoice for services rendered in the previous month. Monthly invoicing shall be based on an hourly rate per classification of individual(s) for the total hours of services provided by the Consultant, supported by a certified payroll statement. The consideration for said payment(s) shall be the Consultant's faithful execution and performance of all of the duties and obligations imposed upon him by Fayette County and this Agreement.

#### **IX. SPECIAL REQUIREMENTS AND CONDITIONS**

1. Respondents shall have no collusion or secondary interests with any other respondent.
2. All respondents shall be in compliance with all Municipal and State Affirmative Action and Equal Opportunity practices.
3. Fayette County reserves the right to reject any or all proposals or to make an award or multiple awards if deemed to be in the best interest of Fayette County.
4. All costs associated with developing or submitting documents in response to this solicitation and/or in providing oral or written clarification of its content shall be borne by the respondent. Fayette County assumes no responsibility for these costs.
5. Proposals in response to this solicitation are considered to be irrevocable for a period of not less than ninety (90) days following the established due date and may not be withdrawn without the express written permission of the Purchasing Director.
6. Proposals received after the time and date specified in Section II will not be considered.

#### **X. INSURANCE**

The successful consultant agrees to furnish Fayette County, simultaneously with the signing of the contract, suitable evidence of the issuance of an Owner's Protective Liability Policy with limits of not less than \$500,000.00 for bodily injury to any one person, \$1,000,000.00 for bodily injury of any one accident, and \$500,000.00 for property damage arising out of the Consultant's work, including sub-contractors, agents and employees; said policies shall include liability arising out of the use of motor vehicles.

The successful consultant further agrees that he will also furnish Fayette County suitable evidence that his field/technical employees are covered by Worker's Compensation Insurance in accordance with the General Laws of the State of Georgia and Professional Service Liability Insurance not less than \$1,000,000.00. The successful consultant will be obligated to hold Fayette County harmless from all claims arising under this contract and include the statement in his/her insurance.

**XI. SUBLETTING**

\*Subletting any portion of this contract is not authorized without the written approval of Fayette County.

## EXCEPTIONS TO SPECIFICATIONS

[illegible]

COMPANY NAME \_\_\_\_\_

**SUPPLEMENTAL PRICING SHEET**

**STATE PAYMENT TERMS** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**STATE TIME NEEDED TO COMPLETE THE WORK AFTER NOTIFICATION OF AWARD:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**STATE LENGTH OF TIME AFTER PROPOSAL OPENING THAT PROPOSAL PRICES**

**SHALL BE HELD FIRM:** \_\_\_\_\_ **DAYS.**

**COMPANY NAME** \_\_\_\_\_

**RESPONDENT QUALIFICATION SHEET – Proposal #P834 Construction & Inspection Services**

Please list references of current or very recent customers who can verify the quality of service your firm provides. Projects of similar size and scope are preferred.

Government/Company Name \_\_\_\_\_

City \_\_\_\_\_

Contact Person and Title \_\_\_\_\_

Phone \_\_\_\_\_ Email Address: \_\_\_\_\_

Scope of Work/Contract Period \_\_\_\_\_

**REFERENCE**

Government/Company Name \_\_\_\_\_

City \_\_\_\_\_

Contact Person and Title \_\_\_\_\_

Phone \_\_\_\_\_ Email Address: \_\_\_\_\_

Scope of Work/Contract Period \_\_\_\_\_

**REFERENCE**

Government/Company Name \_\_\_\_\_

City \_\_\_\_\_

Contact Person and Title \_\_\_\_\_

Phone \_\_\_\_\_ Email Address: \_\_\_\_\_

Scope of Work/Contract Period \_\_\_\_\_



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Phone \_\_\_\_\_ Email Address: \_\_\_\_\_

Scope of Work/Contract Period \_\_\_\_\_

**REFERENCE**

Government/Company Name \_\_\_\_\_

City \_\_\_\_\_

Contact Person and Title \_\_\_\_\_

Phone \_\_\_\_\_ Email Address: \_\_\_\_\_

Scope of Work/Contract Period \_\_\_\_\_

**REFERENCE**

Government/Company Name \_\_\_\_\_

City \_\_\_\_\_

Contact Person and Title \_\_\_\_\_

Phone \_\_\_\_\_ Email Address: \_\_\_\_\_

Scope of Work/Contract Period \_\_\_\_\_

INFORMATION PAGE

Company\_\_\_\_\_

Authorized Representative\_\_\_\_\_  
(Print or Type)Authorized Representative\_\_\_\_\_  
(Signature)

Title\_\_\_\_\_

Physical Address Of Business\_\_\_\_\_  
\_\_\_\_\_Mailing Address (If Different)\_\_\_\_\_  
\_\_\_\_\_

Telephone Number: (      ) \_\_\_\_\_

Cellular Number: (      ) \_\_\_\_\_

Fax Number: (      ) \_\_\_\_\_

Email Address: \_\_\_\_\_

**If you do not submit a bid, please indicate in writing your reason(s) why and return that information to the Purchasing Department. Failure to do so may cause your company's name to be removed from the bidders list, as the information is needed for our files.**